



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 27, 2015

Mary Campbell
405 N. Pinet
Jefferson, IA 50129

Dear Child Care Provider,

This letter is in regards to the March 25, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. **The household medications are in a bathroom cupboard above the sink. They are not locked up and children have access to them. Provider agreed to move them and ensure they are locked up.**

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. **These need to be put up by the back and front door.**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas. **The provider has a sign on the back of the door which has a picture of a flame. This is not follow policy on what is needed. Provider agreed to correct.**

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. **The provider reports she does not use the living room very often for daycare however there was a infant item in the room. There is no smoke detector in this room and one of the bedrooms which had a play pen did not have a smoke detector. These rooms need smoke detectors. Provider agreed to correct.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. **Please make sure to test and document testing batteries every month.**

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. **Provider had an immunization record and TB test result but did not have a physical on file. Provider was informed**

of the new provider physical form which she can find on the Child Care Resource and Referral website or contact the number at the end of this form.

110.5(4) The certificate of registration is displayed in a conspicuous place. **The provider had a certificate up in the closet but it was an older certificate. Provider had the current registration certificate in her files. DHS field staff made suggestions on how to display the registration to meet policy and not disrupt the decorations of her home.**

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. **Provider had 10 children enrolled. There were 3 children present initially and then 3 school age children arrived to the home during the compliance check. 2 children were missing complete files. Please make sure to update files yearly. Provider expressed frustration with obtaining necessary physicals and immunizations. DHS field staff agreed to send provider an example of policy she could choose to use to ensure parents return physicals/immunizations.**

An example for policy handbook: Department of Iowa Policy states that before the first day of care the parent must complete an intake form and signed medical consent for each child attending. Within 30 days the parent must provide a physical signed by a physician and an updated immunization. Regardless of when children started attending (daycare name), every year by August 1 the parents must provide an updated physical and immunization to provider. Children who do not return the requested paperwork by due dates will not be able to attend (daycare name) until paperwork is returned. Failure to complete paperwork could result in losing a slot at (daycare name).

Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. **5 of the 10 children were missing in files.**

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **1 of the 10 children was missing from their file.**

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. **4 of the 10 children were missing from the files.**

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. **3 of the 10 children were missing from the file.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. **5 of the 10 children were missing from their files. Please make sure these are signed and dated.**

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B" The provider was in compliance with number of children during this home visit.

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: May 7, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).